



Saint Luke's Health System General Guidelines for Students

“The best place to get care and the best place to give care”

General Information

The Saint Luke's Health System is a faith-based, not-for-profit aligned health system committed to the highest levels of excellence in providing health care and health related services in a caring environment. We are dedicated to enhancing the physical, mental and spiritual health of the communities we serve.

It is the philosophy of Saint Luke's Health System is to encourage professional practice by incorporating expert knowledge, experience, and best practice to create an environment that achieves patient outcomes. The professional staff of Saint Luke's Health System practice within a shared governance system through which members integrate and manage the delivery of nursing care.

As faculty and student we welcome you to be part of our shared governance system and would like to help you get acquainted with our hospital and achieve a great learning experience meeting your learning needs. To learn more about us, please visit our web site at www.saintlukeshealthsystem.org.

Parking

Faculty of students who are at the campus infrequently may park at the visitor's parking areas. Visiting students and observers will be afforded the same parking privileges as other visitors to Saint Luke's Health System.

For clinical or capstone experiences we kindly request that you park in designated areas at the SLHS campuses to allow visitors preferred parking at our facilities.

Parking for Saint Luke's Hospital: Students and faculty are asked to park in lots 6, 7, or 18 for day shift and lot 4 (visitor garage) for night shift.

Parking for Saint Luke's East Hospital: Students and faculty are asked to park in the Douglas Lot which is to the right of the main entrance.

Parking for Saint Luke's South Hospital: Students are asked to park in white stripes parking spaces in parking lot C, which is located in by the rehabilitation entrance. Students working night shift may park in any non-reserved spaces in lots F or G, by the emergency entrance.

Parking for Saint Luke's North Hospital: Students and faculty are asked to park on the lowest level of the parking lots.

Parking for St. Luke's Cushing: Parking is limited. Students can park in both of the Medical building parking areas or on any side street around the hospital campus. **Do not** park in the West hospital lot. This is the helicopter landing site and the lot must be cleared in the event of a landing/take-off. Anyone parking in a Fire Lane or a Handicapped space without appropriate display of an authorized permit is subject to ticketing by the Leavenworth police.

Parking for Hedrick: Students may park either on the 1) north side of hospital on the furthest row facing the street or 2) parking lot located south of the HMC office medical building.

Dress Code

For the protection of patients, staff, and all involved, students and observers must be easily identified. All students and observers will wear a name badge at all times that clearly identifies them as such and identifies their school. Clinical Faculty will also be required to wear a name badge or form of identification that clearly identifies them, their role and/or school.

Clinical faculty will adhere to the dress code required by their respective school. If a school does not outline a specific dress code, faculty will be required to follow that of Saint Luke's Health System outlined below:

Clinical faculty and their students will consistently maintain a neat, clean, and well-groomed appearance to include:

- Hair clean and neatly trimmed. Long hair is to be pulled back when providing direct patient care. Beards and mustaches must be clean, trimmed and close to the face.
- Fingernails should be kept clean, well-manicured and trimmed to a safe length so as not to enhance the chance of infection. NO artificial nails are permitted. NO nail polish is permitted.
- Excessive use of colognes/perfumes is not permitted. In general, perfumes and colognes should be avoided, or worn only lightly as some individuals may have allergic reactions to scents. ***For the comfort of our patients, any use of colognes/perfumes by individuals providing direct patient care is prohibited.***
- Dark glasses are not permitted for indoor use unless prescribed by a physician.
- Shoes worn in the clinical setting must be closed toes, made of non-permeable material and clean shoes with hose/socks should be worn.
- Only conservative jewelry is permitted. Jewelry that protrudes or hangs on a chain, including multiple bracelets, is prohibited particularly if it poses a safety issue to the employee or patient.
- Visible body piercings are limited to post earrings and/or a Daith piercing for alleviating migraines, with reasonable number of earrings permitted per ear.
- In general, tattoos should be covered. Any visible tattoos cannot be vulgar, profane or intimidating to patients and their families.

Clinical faculty and their students will consistently dress in appropriate attire and/or school uniform under the following guidelines:

- Dress/polo shirts are worn inside trousers or skirts.
- Clothing is properly fitting and non-revealing.
- Undergarments are to be worn and are not visible through clothing or outside clothing.
- Clothing is clean, unwrinkled, and in good condition.

Attire that is **NOT** permitted:

- Sweat shirts
- T-shirts as an outer garment
- Buttons, insignias, or symbols other than school logo or identification
- Leggings and stretch pants
- Halter tops or any other short top that reveals bare backs or midriffs.
- Pants, including scrub pants that reveal bare backs or midriffs.
- Jeans

Smoking

Saint Luke's Health System supports all smoke-free campuses providing a smoke-free environment.

Conduct

Saint Luke's Health System strives to maintain a positive and productive work environment. Clinical faculty and each student is expected to act respectfully and courteously at all times to other students, staff, visitors and patients. Misconduct, abuse, or abusive language will not be tolerated.

The following conduct is prohibited while on Saint Luke's Health System property:

- Possessing, consuming, distributing, delivering, dispensing, exchanging, selling or using alcoholic beverages.
- Possessing, consuming, manufacturing, distributing, delivering, dispensing, exchanging, selling or illegally using drugs or any drug-related paraphernalia.
- Being under the influence of alcoholic beverages or being impaired by the illegal use of drugs.

Saint Luke's Health System retains the right to have clinical faculty and students removed if the Hospital staff determines that such action is in the best interest of the Hospital and its patients.

Confidentiality

All patients and hospital information is confidential. Clinical faculty and students are allowed access only to those medical records that are necessary to provide patient care. Clinical faculty must acknowledge all student entries in the patient's medical record and must cosign and indicate their titles on such entries. Patient hospital information must not be shared with faculty, student or staff in public areas.

Social Media

Students and/or faculty are at no time authorized to share any patient information through pictures or any Social Media (such as Twitter or Facebook). ***Taking pictures in the clinical area or of patient information is strictly prohibited.***

Universal Responsibilities of Students

Each student involved in patient care has certain responsibilities that must be consistently and conscientiously performed. These include:

- Receiving and giving report
- Providing staff with information concerning patient status
- Seeking directions/validation from instructor/staff
- Seeking assistance when performing skills for the first time
- Performing within boundaries of education and the role of the student as outlined by Saint Luke's Health System, Student's school guidelines, Boards of Nursing for Missouri or Kansas (depending on clinical facility) and their respective Nursing Program and/or School of Nursing, if applicable.
- Completing documentation as outlined by Saint Luke's Health System, including signing all documents of the patient's medical record and having co-signature on that documentation of clinical instructor and/or staff RN
- Complete a summative evaluation of placement experience and submit to faculty

Clinical Faculty are responsible to oversee each student they supervise and actively assist their students in performing the above outlined universal responsibilities.

Universal Responsibilities of Clinical Faculty

Each clinical faculty involved in patient care has certain responsibilities that must be consistently and conscientiously performed. These include:

- Consulting Charge Nurse (if applicable) prior to making patient assignments
- Complete patient assignments prior to the clinical experience
- Be readily available to students and staff during clinical time (exception with observation and capstone students)
- Orient students to their assigned unit and equipment
- Directly supervise students in accordance to Saint Luke's Health System policy on Student Roles and the Missouri or Kansas Nurse Practice Act (depending on clinical facility), if applicable.
- Ensure students complete a summative evaluation of placement, and return collated result to student placement coordinator
- Complete a summative evaluation of placement, and return to the student placement coordinator

Forms

Prior to the beginning of his/her hospital experience, each student must complete the following form:

- Authorization and Release for Student Participation
- Proof of passing the CNE/KCANE Test or if not a MoKan participating school, proof of completion (with 80% or better) of Privacy Training (HIPAA). Information Security (IS) Training and Clinical Safety Training via Healthstream on-line. **Please contact the system administrative assistant to obtain instructions and access to the testing modules).**
Clinical faculty will be responsible to submit the above mentioned form and also complete and submit the Requirements of Documentation Statement that verifies for each student:
- Requirements of Documentation (current immunizations)
- Basic Life Support (if required by program)
- completion of a certified background check (if required by program)

Name Badge

Faculty and student badges will be issued by the System Clinical Education Specialist at the entity of the clinical rotation. At Saint Luke's Hospital, only the clinical instructor will have a Saint Luke's badge with unit access. Students are required to wear their school badge at all times. All required paperwork must be submitted. If the required paperwork has not been submitted, the badge will not be issued and individual will not be permitted into the clinical site. Badges must be returned to the entity at the end of the clinical rotation.

Entity System Clinical Education Specialists

<u>Saint Luke's Hospital</u>	Kristin Sollars ksollars@saint-lukes.org
<u>Saint Luke's South Hospital:</u>	Kathy Bennett kbennett@saint-lukes.org
<u>Saint Luke's East Hospital:</u>	Amy Cole ascole@saint-lukes.org
<u>Saint Luke's North Hospital:</u>	Amy Adkison aadkison2@saint-lukes.org
<u>Saint Luke's Cushing:</u>	Brenda Potter bjpotter@saint-lukes.org
<u>Hedrick Medical Center:</u>	Jewell Harris jharris2@saint-lukes.org
<u>Wright Memorial Hospital:</u>	Danny Perry jperry@saint-lukes.org

Computer Access

Students will not attend computer training and will rely on the clinical instructor or assigned preceptor to guide the required documentation during the clinical experience.

A Temporary Computer Access Request Form can be obtained from the Student Placement Coordinator

For questions and more information about Student Placement at Saint Luke's Health System, contact Tracy Clark at tclark1@saint-luke's.org.